

FY 1998 APPLICATION REVIEW CHECKLIST
SECTION 8 FSS PROGRAM COORDINATOR NOFA

NAME OF APPLICANT:

NAME OF REVIEWER:

REVIEWING OFFICE:

PART I

INITIAL SCREENING CRITERIA - ALL APPLICATIONS

1. Application received by applicable deadline below.

YES___ NO___

Handcarried applications: received in the local HUD field office by 6:00 p.m. on July 24, 1998.

Mailed applications: postmarked by July 24, 1998 and received in the local HUD field office on or before August 3, 1998.

Overnight/Express Mail Delivery: received in local HUD field office by July 24, 1998 or documentation submitted of placement in transit by July 24, 1998.

2. In reviewing the application, the local HUD field office agrees that:

- (a) The PHA has not been charged with a violation of the Fair Housing Act by the Secretary; is not the defendant in a Fair Housing Act lawsuit filed by the Department of Justice; and the PHA has not received a letter of noncompliance findings under Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, or Section 109 of the Housing and Community Development Act. (Check YES if the PHA is operating in compliance with a court order, or implementing a HUD approved resident selection and assignment plan or a conciliation or compliance agreement designed to correct the areas of noncompliance.)

YES ___ NO ___

- (b) The PHA has no serious unaddressed, outstanding Inspector General audit findings, or HUD Office management review findings for one or more of its Rental Voucher, Rental Certificate or Moderate Rehabilitation programs.

YES ____ NO ____

- (c) The PHA has adequately reported on its FSS participants through the MTCS system. (Adequate reporting means that the MTCS system shows tenant records for at least 75 percent of currently enrolled FSS families.)

YES ____ NO ____

If any answer in PART I above is NO, this application is NOT eligible for further processing and the application must be rejected.

If all answers are YES, continue to the appropriate part below. (For PHAs that received FSS program coordinator in FY 97, complete PART II and for PHAs NOT funded in FY 97, PART III.)

PART II

ADDITIONAL SCREENING CRITERIA - PHAs FUNDED IN FY 97

3. Applicant was funded under the FY 97 FSS program coordinator NOFA.

YES ____ NO ____

(If YES, complete this section. If NO, go to PART III below.)

- (a) The PHA has hired an FSS program coordinator with previous funding and has completed activities in each of the categories in 2.(a), 2.(b) and 2.(c) of the required Attachment A certification in NOFA 4358.

YES ____ NO ____

(If 3.(a) is NO, application is NOT eligible for further processing. If YES, continue below.)

- (b) The PHA has submitted the required Attachment A certification in NOFA 4358.

YES ____ NO ____

- (c) The PHA has submitted a signed Fair Housing and Equal Opportunity Certification (Attachment C of NOFA 4358).

YES ____ NO ____

- (d) The PHA will be funded at 103 percent of its FY 97 FSS program coordinator funding.

YES ____ NO ____

(If NO, go to 3.(e) below.)

- (e) The PHA is requesting an amount other than 103 percent of its FY 97 FSS program coordinator funding and has submitted the Attachment B letter required by the NOFA.

YES ____ NO ____

The application is technically adequate and should be included in the listing of eligible applications submitted to Headquarters if, before the expiration of 14-day technical correction period, criteria 3.(a) through 3.(c) are YES and, for PHAs requesting an amounts other than 103 percent of FY 97 funding, criterion 3.(e) is also YES.

The application is NOT eligible for funding under the FY 98 NOFA and must be rejected if, at the expiration of the 14-day correction period, any answer in criteria 3.(a) through 3.(c) is NO, and for PHAs requesting an amount other than 103 percent of FY 97 funding, criterion 3.(e) is NO.

After completion of Part II, go to Part IV for all applicants.

PART III

ADDITIONAL SCREENING CRITERIA - PHAs **NOT** FUNDED IN FY 97

4. Applicant did not receive FSS program coordinator funding in FY 97.

YES ____ NO ____

If YES, continue below. If NO, determine if PART II above applies. (If NEITHER part applies, the application is not eligible for funding under the FY 98 FSS program coordinator NOFA.)

- (a) Applicant is an eligible PHA as defined in either (1), (2) or (3) below:

YES ____ NO ____

- (1) PHA administers Section 8 rental certificate and rental voucher programs of less than 1,500 units **and** administers an FSS program of at least 25 FSS slots;
- (2) PHA with fewer than 1,500 cert/voucher units and with an FSS program of fewer than 25 FSS slots is applying jointly with one or more other PHAs so that between or among the PHAs they administer at least 25 FSS slots (combined program size for joint applicants may exceed 1,500 rental certificates and vouchers); or
- (3) a State or regional (multi-county jurisdiction) PHA administering more than 1,500 rental certificates and vouchers that administers an FSS program of at least 25 but fewer than 1,500 FSS slots.

If the answer to question 4.(a) is NO, the application is NOT eligible for further processing and must be rejected. If YES, continue to 4.(b) below.

- (b) The applicant has submitted the required Attachment B letter and the Attachment C Fair Housing and Equal Opportunity certification.

YES ____ NO ____

- (c) The applicant has:

- (1) Applied for \$45,000 or less.

YES ____ NO ____

- (2) Stated the total number of budgeted Section 8 rental certificates/rental vouchers from the most recent HUD-approved form HUD-52672.

YES ____ NO ____

- (3) Stated the total number of currently enrolled FSS families.

YES ____ NO ____

- (4) Stated the total number of FSS slots in the HUD-approved FSS Action Plan of the PHA.

YES ____ NO ____

- (5) Stated the annual salary proposed for the FSS program coordinator, plus any fringe benefits.

YES ____ NO ____

- (6) Submitted evidence that demonstrates salary comparability with similar positions in the local jurisdiction.

YES ____ NO ____

- (7) For Joint Applicants Only: Application indicates which PHA will be the lead applicant and will receive and administer the FSS program coordinator funding.

YES ____ NO ____

If before the expiration of the 14-day technical correction period, the answer to each item in criteria 4.(b) and 4.(c)(1) through 4.(c)(6) is YES, and for joint applications, if criterion 4.(c)(7) is also YES, the application is technically adequate and should be included in the listing of eligible applications submitted to Headquarters. At the end of the correction period, if any of those answers is NO, the application is not eligible and must be rejected.

After completion of Part III, go to Part IV for all applicants.

PART IV

TECHNICAL CORRECTION PERIOD/FINAL DETERMINATION

1. Technical Correction Period: The local HUD field office must request, in writing, that PHAs submit technical corrections within the 14-calendar day technical correction period. Notification of technical deficiencies must be uniform and in letter form. Local HUD field offices should mail letters requesting technical corrections promptly since corrections to applications must be received by the field office prior to August 31, 1998, the deadline for local HUD field office submission to Headquarters of their listing of technically adequate applications for funding under the FY 98 FSS program coordinator NOFA.

If all deficiencies are not satisfied by the end of the 14-day technical correction period, the application must be rejected as incomplete.

Applications found eligible by the end of the technical correction period are to be included in the appropriate section of the listing of eligible applications that is forwarded to headquarters.

2. Local HUD Field Office Final Determination. Check appropriate choice:

Application is technically adequate: _____

Application rejected: _____

Reviewer's Signature and Date

Supervisor's Signature and Date

ANY CHANGE MADE TO THE INITIAL SCREENING CHECKLIST MUST BE EXPLAINED. INDICATE BELOW THE NAME AND TITLE OF THE INDIVIDUAL CHANGING THE CHECKLIST, THE DATE OF CHANGE AND REASON.